

UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
DISTRICT OF NEVADA  
LLOYD D. GEORGE U. S. COURTHOUSE  
333 LAS VEGAS BOULEVARD SOUTH  
LAS VEGAS, NEVADA 89101  
(702) 464-5400

LANCE S. WILSON  
DISTRICT COURT EXECUTIVE/CLERK

CYNTHIA K. JENSEN  
CHIEF DEPUTY, LAS VEGAS

JAKE HERB  
CHIEF DEPUTY, RENO

**REQUEST FOR QUOTATION**

**DATE:** August 22, 2013  
**FROM:** Bryan Hughes, U.S. District Court- District of Nevada  
Phn: 702-464-5443  
Fax: 702-464-5424  
Email: Bryan\_Hughes@nvd.uscourts.gov  
**TO:** Any Interested Vendor/Contractor  
Attn:  
Phn:  
Fax:  
Email:

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The United States District Court, District of Nevada, Southern Division has a need to purchase a maintenance/service contract/agreement for Courtroom Technology, Audio and Visual Equipment, Evidence Display Systems and Video Conferencing Systems. The court seeks a vendor/contractor who can provide such equipment/service.

In your written response please indicate if there are any conflicts or special requirements needed. Please give **OPEN MARKET** Pricing. Include any and all applicable costs in order to complete this order. Such costs include but are not limited to shipping & handling, labor, installation, training, travel, etc. and any other costs needed to complete this order in your written response.

The Government reserves the right to make an award based on the initial proposals/quotations if no clarifications are requested, therefore, the vendor/contractor should submit their best pricing with their proposals/quotations.

Required Services and Products information is provided as a part of this RFQ in the Statement of Work (SOW). Prices shall be submitted on a **firm-fixed price basis**. Award will be made to only one vendor/contractor. The order shall be awarded to the vendor/contractor providing the **lowest price overall/total and whose services/products are technically acceptable/meets the Court's requirements and level of service**.

Proposals/Quotations can be submitted via email, fax or hand delivered to the Contracting Officer, Bryan Hughes. Contracting Officer's contact information is included in this RFQ. Please respond by 12:00 p.m. (PST) on 9/3/2013. Any proposals/quotations received after that date and/or time shall be rejected.

Sincerely,

Bryan Hughes  
Property & Procurement Specialist/Contracting Officer  
U.S. District Court  
District of Nevada

## **STATEMENT OF WORK**

### General Requirements

Troubleshoot and repair, or replace if necessary, courtroom sound system, evidence display systems, and video conferencing systems in the Lloyd D George Courthouse and Federal Building, 333 Las Vegas Boulevard South, Las Vegas Nevada 89101.

The United States District Court, District of Nevada, requires maintenance service for the courtroom technology equipment, audio systems, and video conferencing systems throughout the courthouses.

### Scope of Work

Provide maintenance and repair on courtroom technology equipment listed at Enclosure 1.

Troubleshoot by telephone simple basic equipment errors. Troubleshoot and repair through on-site support equipment failures and disturbances when called by the Court.

Replace equipment as necessary with like or equal substitutes.

Provide written recommendations for upgrades or cyclic equipment changes to the Court when newer technology is available.

Provide basic spare equipment as necessary to ensure quick maintenance of courtroom equipment is completed with the least amount of downtime possible.

### Deliverables

Provide a telephone number to be used to call in service needs Monday through Friday, 8:00am to 5:00pm Pacific Time. Voice mail messages shall be returned within 60 minutes, providing the call is made within operational hours.

Provide a technician to be on-site by next business day if the system is unusable for court operations. All non-emergency calls requiring a technician will be scheduled at the earliest time possible.

Invoices will be sent hard copy to the United States District Court, 333 Las Vegas Blvd. S., Room 1334, ATTN: Bryan Hughes, Las Vegas, NV 89101 or by email to [Bryan\\_Hughes@nvd.uscourts.gov](mailto:Bryan_Hughes@nvd.uscourts.gov)

### Scheduling

Contractor will coordinate with the Contracting Officer or Contracting Officer's Technical Representatives (COTR) for on-site repairs.

Las Vegas COTRs: Bryan Hughes (702) 464-5443  
Cary Stanton (702) 464-5445  
Shawn Knox (702) 464-5446

### Service Period

The contract service period is Fiscal Year 2013 with the option to extend the term of the contract for five years.

### Environment and Location of Performance

The work shall be performed inside the Lloyd D. George Courthouse and Federal Building with moderate work environment temperatures.

The Court will provide secured equipment storage space and desktop space for computer work. Court telephones may be used as necessary for telephone calls.

### Travel and Per Diem Requirements

Travel costs are inclusive in this firm-fixed service contract.

### Modifications

Modifications to the Scope of Work must be authorized by the Contracting Officers prior to accomplishment.

### Payment Terms

JP3 Clause 4-65, Fixed Fee (JAN 2003)

The judiciary will pay the contractor for performing this contract the fixed fee specified in the schedule.

Payment of the fixed fee will be made as specified in the schedule; provided that after payment of 85 percent of the fixed fee, the contracting officer may withhold further payment of fee until a reserve is set aside in an amount that the contracting officer considers necessary to protect the judiciary's interest. This reserve will not exceed 15 percent of the total fixed fee or the judiciary's small purchase threshold, whichever is less. The contracting officer will release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate offer covering the year of physical completion of this contract, provided the contractor has satisfied all other contract terms and conditions, and is not delinquent in submitting final vouchers on prior years' settlements. The contracting officer may release up to 90 percent of the fee withheld under this contract based on the contractor's past performance related to the submission and settlement of final indirect cost rate offers.